

# Minutes of the Veneta City Council

## April 27, 2009

Present: Mayor Sharon Hobart-Hardin, Darrell Carman, T. J. Brooker, and Marion Esty

Absent: Sandra Larson

Others: Ric Ingham, City Administrator; Jerri Moore, Finance Director; Sheryl Hackett, City Recorder; Darci Henneman, Assistant City Recorder; Lisa McClellan and Sid Scott of Scott Edwards LLP Architects, Carl Sherwood of Robertson Sherwood Architects, Jenny Ramsey, and Ephraim Payne, West Lane News

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### 1. PUBLIC COMMENT

#### **Joan Mariner, 25712 Cochran Ct., Veneta, OR**

Ms. Mariner provided a letter she wrote and a copy of an article from the March 10, 2009 Register Guard. She, along with Neighbors 4 Responsible Growth (N4RG), are concerned about the City's water and wastewater infrastructure. She said two reports from the City indicated Veneta is close to maximum load for these services to the community. She said N4RG suggested that Veneta institute a moratorium on any additional residential housing not linked to commercial development until its water and wastewater issues are resolved.

### 2. CONSENT AGENDA

**MOTION:** Marion Esty made a motion to approve the consent agenda as presented.  
Darrell Carman seconded the motion.

**Vote:** Darrell Carman, aye; Marion Esty, aye; Mayor Hobart-Hardin, aye; and T. J. Brooker, aye.

The consent agenda as approved included Minutes for March 23, 2009, Minutes for April 13, 2009 Joint Work Session, Minutes for April 13, 2009, Bills paid and payable for April 2009 and the Civic Calendar for May, 2009.

### 3. DEPARTMENT REPORTS

#### a. FROM MAYOR/COUNCILORS

##### (1) Fern Ridge Service (Senior) Center Update

Sid Scott and Lisa McClellan provided the Council with preliminary plans and drawings of three options for the Fern Ridge Service Center. The Center will be located on the northeast corner of West Broadway and Second Street. The Center will be a mixed use project including Senior Services, Meals-on-Wheels, Senior Connections, Mid-Lane Community Chest, and a food pantry. Mr. Scott said the process is moving quite rapidly. He said representatives from his firm, the City, LCOG and Mid-Lane have spent time at the Garcia Center watching how it works and speaking with volunteers. He said they also toured Cottage Grove's food bank and the senior centers in Sweet Home, Lebanon and Albany. He said about 25 community members attended the Community Workshop held April 14 where they discussed what the community would like to see in a center. He said his architectural firm is currently working on the design phase and a floor plan. He said in two weeks his firm will provide another presentation package to apply for funding. Mr. Scott provided three design options all facing West Broadway. He explained the differences of each option.

#### Option 1:

A one story building approximately 7,000 sq. ft. with a parking lot on the north side of the building. There would be a front corner entrance at W. Broadway and Second Street and an entrance in the back of the building from the parking lot. The front portion of the building would house a café space, senior services, and office space. A food pantry would be located on the east side of the building.

Option 2:

Similar design as Option 1 but would have a larger food pantry in the back of the building, a larger kitchen and two dining areas. This option allows for some areas to be used as rental space. This option would also have entrances in the front and rear of the building with a courtyard in the back of the building. Option 2 is approximately 9,600 sq. ft.

Option 3:

A two story building with the same front concept on West Broadway with two entries, one on each corner and an entrance at the rear of the building. This larger building would have a multi-use space, receiving area, more office space, additional lounge space, a large café, and the kitchen with direct access to the rear parking lot. The administrative offices would be upstairs with 5,000 sq. ft. of unfinished area for future expansion. This option is approximately 14,000 sq. ft. and would include an elevator and stairs.

T. J. Brooker liked all of the options but his preference is Option 2.

Mayor Hobart-Hardin thanked Mr. Scott and Ms. McClellan for an outstanding job in providing three unique options for review. She also preferred Option 2.

In response to a question from Earl Ellson, Ric said the Fern Ridge Service Center Committee is meeting tomorrow, April 28, 2009 at 8:30 a.m. at City Hall. He said tonight's presentation is a preliminary phase in the development of the conceptual design. The next Open House will be May 11, 2009 at 6:00 p.m.

(2) Municipal Swimming Pool Update

Mr. Carl Sherwood of Robertson Sherwood Architects provided a design and construction timeline for the new swimming pool. He said the design and engineering phase is anticipated to be completed by June 1. A schematic design workshop will be held April 29, 2009 at 3:00 at City Hall and a Design Development Open House will be held May 20, 2009 at City Hall at 5:30 p.m. Mr. Sherwood's timeline anticipates City Council approval to proceed at the June 8, 2009 Council meeting. He said the construction documents will be prepared in June and July with the bidding process starting in August and construction beginning in September 2009. Following his schedule, Mr. Sherwood anticipates swimming by summer of 2010.

The swimming pool budget is 3.2 million dollars. Mr. Sherwood reviewed the pool size at 3,375 sq. ft. The pool and decking area will include a 1,000 sq. ft. shallow warm water wading area, 8 to 12 person spa/hot tub, bathhouse, front lobby and reception area. The outdoors spaces will include a 7,000 sq. ft. deck area, 2,000 sq. ft. grassy area for future development, and a slide and spray area. Mr. Sherwood said the new pool will be placed roughly in the same spot as the existing pool.

The Planning Commission approved the Site Plan and Conditional Use Permit in March 2009. The topographic and boundary survey is underway and a draft of the geo-technical report is being reviewed.

Mr. Sherwood said key design decisions under review will be the pool depths and ratio of deep water to shallow water; the different types of pool construction, as well as pool and bathhouse sustainable design features. There are standards to be met with the depths of water that determine the profile of the pool; a one meter diving board requires a specific depth of water; a three meter diving board requires more depth. These are important considerations in deciding what kind of diving the pool should accommodate.

He said the type of construction needs to be agreed on. He said the existing pool has pneumatically placed concrete with a plaster finish. This involves laying steel mats and filling it with concrete and using a plaster surfacing. Stainless steel with PVC bonded lining is another option. He said these are surprisingly more economical than the first construction option, however, ground water may be an issue.

The bathhouse will be constructed to be operated only in the summer months. He said eventually this will be a year round facility and the bath house needs to be constructed with a ventilation system to accommodate it being enclosed for future year-round use.

He said eventually the roof will support some kind of solar system, either heating the water or providing electricity. He reviewed eight different profiles of the roof.

The Council thanked Mr. Sherwood for his presentation.

(3) Neighborhood Economic Development Corporation (NEDCO) Request for CDBG Assistance

Sandy Halonen, on behalf of NEDCO, is requesting City sponsorship for a Community Development Block Grant (CDBG) to pay for a home-ownership counseling program. She said NEDCO has been delivering the program through Lane County Housing Authority for over 30 years. She said just recently it was discovered that Lane County had too many open grants within the County and therefore could not support the grant application. She researched other municipalities within the County and discovered that Veneta could support the program. She said the process is similar to the CDBG Micro-enterprise grant program the City was involved in last year. She said the grant application has already been written. The deadline is May 15, 2009.

In response to a question from Mayor Hobart-Hardin, Ms. Halonen said the only way the City would be disqualified from applying for future grants is if there were two other open CDBG grants and there is not. She clarified an "open grant" refers to a grant that is less than 60% completed. Ms. Halonen said because construction costs are not associated with NEDCO, they typically use their grant funds in the first six months and the grant is considered complete.

In response to a question from T. J. Brooker, Ric said NEDCO will be doing the majority of the paperwork. He said any impact of the City sponsoring this program should be minimal to staff. T. J. Brooker supports the program as long as staff can contribute the effort to meet NEDCO's time lines for a two year program.

In response to a question from Mayor Hobart-Hardin, Ric said the CDBG grant for Lane Micro-enterprise delivered about nine months of services. He said hopefully Sheryl Hackett and her staff could provide the staff time needed to keep the communication lines open.

In response to a question from Darrell Carman, Ms. Halonen said the foreclosure counseling they provide prepares people to be first time homeowners. She said her program educates people to become more conscientious and responsible home owners. She said the foreclosure rate is higher in areas where there are no regional housing centers.

**MOTION: T. J. Brooker made a motion to support the Neighborhood Economic Development Corporation's (NEDCO) proposal that the City of Veneta be the grant applicant for Community Development Block Grant (CDBG) funds to provide counseling to local first time homeowners. Marion Esty seconded the motion which passed with a vote of 4-0.**

(4) Solicitation of public Comments for Byrne Memorial Justice Grant

Ric apologized for his memo not being included in the packet. He said however, the City has an opportunity to apply for a federal grant to fund public safety overtime. He said the major eligibility steps have been completed. At this point the City is eligible to apply for \$34,843 in federal dollars that have been allocated to us.

In response to questions from Marion Esty, Ric said staff will provide a draft of the grant to the Council for approval at the May 11, 2009 Council meeting. Ric explained the DUNN number stands for "Data Universal Numbering System". He said the federal government issues a DUNN number in order to track federal grant dollars.

Marion Esty would like to find out more information in addition to what Ric has provided tonight.

Ric said there are several Department of Justice grants available and most of them are used to fill and supplement public safety coverage. He said when a deputy takes vacation or is out sick the funds aren't available to pay a replacement for that shift.

Joan Mariner and Herb Vloedman were in favor of the City applying for the grant funding to increase our public safety coverage.

Darrell Carman said he is not in favor of the "Recovery Act" and he is concerned with accepting funding. He said many communities are taking a philosophy that "the money's there, why not use it" and placing the burden on our children and grandchildren. He said it's a very emotional subject but nevertheless the voters have declined to approve more funding for public safety.

Ric said the Council needs to decide whether or not to follow through with applying for the federal grant funds or to direct staff not to proceed with the grant application.

Mayor Hobart-Hardin said at this point in time Veneta's needs are to have that extra coverage and we should accept this because the funding won't always be available. She said as a Council they should look at what's best for the community and recognize the City doesn't have many resources.

T. J. Brooker said we should proceed with the grant application to provide more coverage for public safety regardless of where the funds come from.

**It was the consensus of the Council to direct staff to complete the Byrne Memorial Justice Grant application for the federal grant dollars available for increased public safety.**

b. COUNCIL/COMMITTEE LIAISONS

Mayor Hobart-Hardin said the City hosted Earth Day on Saturday, April 25, 2009 at the Bolton Hill Sports Complex. She said Emerald People's Utility District, the newly created Westside Garden Club, the Farmers' Market, and Stillpoint Farms participated along with other community organizations. She said 40 to 45 planted trees and picked up litter.

Mayor Hobart-Hardin said the West Lane Cities Alliance met last week. She said Commissioner Bill Fleenor attended the meeting and there was a good exchange of ideas and concepts regarding Highway 126. She said the Coordinated Population figures were also discussed. She said the next meeting is scheduled for June 17, 2009 in Florence.

Darrell Carman attended the LCOG meeting on Thursday, April 23, 2009. He said public safety was the main topic of discussion with Sheriff Russ Burger speaking about public safety and how far behind Lane County is compared to other counties. He said Lane County is the most understaffed county in the country. He said Lane County is working toward another public safety funding levy. He said public safety issues will be a topic of discussion at the July and September LCOG meetings.

Marion Esty said she is on the Fern Ridge Community Library Budget Committee. She said the library provides service to a larger area other than Veneta. She said how they spend their money is very clear and they should be commended for the way they stretch their dollars.

## 5. STAFF REPORTS

- a. CITY RECORDER.....SHERYL HACKETT  
(1) Nuisance Abatement

At the last meeting an update was brought forward on a property the City has been working with. Sheryl said the City would like to take a more pro-active approach to assist property owners with their clean up. Staff created a list and is requesting approval from the City Council to move forward with assistance to help with clean up on these properties. Sheryl said staff would first send a letter to the property owner requesting them to contact the City within 10 days of the letter in order to enter into a voluntary compliance agreement. Once the agreement is signed, staff would check on them periodically to confirm compliance. She said if they don't comply a citation would be issued. She said if the property owner refuses to enter into the agreement or at some point refuses to communicate with City staff then they would be requested to appear before the Council and staff would request the abatement process to be initiated.

Sheryl said the second property owner on the list has not received formal complaints about the property; however, sewer service was discontinued over two years ago and the property is littered with junk.

Marion Esty said it sets a good example to other residents to keep things cleaned up.

In response to a question from Mayor Hobart-Hardin, Sheryl said because we have limited staff, only the top three nuisances will be dealt with now. She said the first one will more than likely get cleaned up in the 10 day period. The second one is smaller and could probably be cleaned up fairly quickly but the third one is large and will take some time.

T. J. Brooker said it's hard to judge whether or not it's necessary for the health and safety of the community but by taking a more pro-active approach it's important to take action.

After a brief discussion, it was the consensus of the Council to direct staff to proceed with the nuisance abatement process on the first three properties listed in Sheryl's memo.

- b. FINANCE DIRECTOR.....JERRI MOORE  
(1) Financial Report through March 31, 2009

Jerri said the financial report is relevant information as we proceed with working on the budget for the next FY. She said the majority of the funds are below 75% on the

expenditure side with the exceptions of transfers and debt services. She said Capital outlay in the street fund is nearing 100% of the current appropriations. Council will be seeing a re-appropriation resolution to revise the budget.

In response to a question from T. J. Brooker about Street Fund Capital Outlay, Jerri said the first payment for the W. Broadway property acquisition was higher than budgeted. She said the City also received the final assessments for the street improvements occurring on City property for the Bolton Hill Road street project. The City's budget was about \$36,000 based on Lane County estimates and the actual assessments came in approximately \$10,000 higher. She said we have adequate total appropriations to meet the needs, we just need to move dollars around.

Ric said funds were set aside for the right-of-way acquisition for Second and Third Streets plus the W. Broadway property.

In response to questions from Mayor Hobart-Hardin, Jerri said the December 31, 2008 financial report showed a \$7,700 deficit in Transportation SDCs. She had believed that account would show a positive figure by the end of the third quarter of FY 08-09. She said one more Transportation SDC collected by June 30, 2009 should cover the current deficit of \$560.00. Jerri said she will also follow the suggestion of the auditor to reduce some funds and also create a few new ones for the FY 09-10 budget. She said some of the changes will include separating the Capital Improvement Fund and closing the Debt Service Lease-Purchase Fund into the Public Works Equipment Fund.

In response to a question from Darrell Carman, Jerri said the low results in Capital Outlay appropriations indicate certain projects were budgeted in FY 08-09 but have not been started.

In response to a question from Marion Esty, Jerri said Well 11 and Well 12 were carry over projects, with drilling and construction for Well 12 just getting started in FY 07-08. She said projects carried over may have impacted projects planned for this year. She said the UV Expansion in the Sewer Fund has been delayed, which was a \$200,000 project budgeted for in FY 08-09, but will need to be carried over to FY09-10.

(2) Local Improvement District (LID) interest policy

Jerri said her memo had a lot of information and she thanked the Council for their attention to all the details. She said the key issues are the interest rate that staff is recommending to the Council that will be applied and included in the assessments and financing options. Staff has recommended the City begin with an 8% interest rate on assessments for the first 10 years. Staff believes this should be adequate to cover the financing and interest costs of the City's loan as well as administrative time. Staff is also recommending an interest rate adjustment after 10 years to coincide with a rate adjustment on the City's loan. Jerri said Oregon Revised Statutes require a municipality not charge over 10%. She said staff is recommending three payment options: 1) If residents paid their assessment amount in full within the first year they would not be charged interest. She said this may encourage residents to pay their assessment in full to avoid interest payments; 2) Residents could take two years to pay their assessments in full at a reduced interest rate; or 3) Residents could pay their assessments over a 10 year period at 8% interest.

In response to a question from Darrell Carman, Jerri said the City is borrowing the funds and will pay a minimal loan fee along with interest. She said we will be making principle and interest payments but the principle portion of the City's financing will be included in the amount assessed to the property owners. She said we cannot estimate interest and include it in the assessments. She said property owners will also be making principle and interest payments on their assessments.

In response to a question from T. J. Brooker, Jerri said early payoffs by property owners could be used for an early principle reduction on the City's loan and result in lower interest costs. She said there is no pre-payment penalty on the City's loan.

In response to a question from Mayor Hobart-Hardin, Jerri said adopting an ordinance is required prior to final notification of the assessments. She said 10 days after the Ordinance is adopted final assessment amounts and payment options will be mailed. Staff is hopeful this should take place in the next couple of weeks.

In response to a question from T. J. Brooker, Jerri said Finance staff will be preparing the assessments.

Ric said three separate sections of wastewater lines were defined when the improvement district was originally created. He said when we received the project costs from Lane County, they were all jumbled together. He said those original assessment estimates provided to property owners last year were based on three separate sections of line. He said we didn't want to mix them up so staff is working on getting the accurate assessment amounts for the three separate sections of line.

T. J. Brooker is concerned all the City's costs will not be covered in the long run because we won't get enough of the interest free money up front and offering a reduced interest rate will mean less money for the City.

Jerri said staff is hopeful payments from property owners, who chose to pay in full, along with resources the City is making available for deferral payments, will create adequate funds for the City to pay down our loan and reduce the interest fees over the long term.

Ric said the City hasn't done a local improvement district for many years. He said going back several years, the City has always incurred some debt associated with an LID. He said, however, those past assessments were smaller sidewalk projects and this LID project is much larger.

In response to a question from Darrell Carman, Jerri said assessment estimates were provided to property owners when the LID was first created. However, those estimates were based on the City engineer's costs. She said the actual cost is less than anticipated so current assessment amounts should be less. She said we are required to provide estimates in advance of the ordinance adoption.

Ric said the City's street and sidewalk LID assessment from Lane County came in higher than the estimate but the overall project costs for both projects (County street/sidewalk LID and City's sewer LID) were lower than the original estimate.

Jerri said compared to the original project cost, there was a reduction of \$38,000 on the County's sewer cost, which means the final assessments will be less.

In response to a question from Darrell Carman, Jerri said the assessment estimates will be lower than originally expected.

**MOTION:** Marion Esty made a motion to establish an initial 8% (eight percent) interest rate for the Bolton Hill Sewer Local Improvement District (LID) assessments with an adjustment not to exceed 3% (three percent). Darrell Carman seconded the motion.

**MOTION:** Marion Esty amended her motion to include an adjustment interest rate to not exceed 2% (two percent). Darrell Carman seconded the motion which passed with a vote of 4-0.

**MOTION:** Darrell Carman made a motion to establish one year, two year and 10 year payment options for residents of the Bolton Hill Sewer Local Improvement District (LID). T. J. Brooker seconded the motion which passed with a vote of 4-0.

- d. CITY ADMINISTRATOR.....RIC INGHAM  
(1) Proposal for use of Community Center for After School Program

Earl Ellson spoke about the lack of activity programs in our community for area youth. He encouraged the Council to support the after school and summer program.

Jenny Ramsey said assessments conducted by the Fern Ridge Youth Enrichment Development Committee examined the needs, interest and resources for continuing non-school time activities for local youth. She said the proposed programs would complement the City of Veneta' Summer Recreation Program by providing a "full day" of activities. Ms. Ramsey said some of the activities will be homework support, art, nutrition and cooking. She said a small amount of grant funds are available but based on a parent survey, she was able to keep the hourly charge at just under \$2 per child. She said Mid Lane Community Chest will also be assisting with costs. Ms. Ramsey is requesting the Council to waive the rental fee for the use of the Veneta Community Center for her after school and summer programs.

In response to a question from Marion Esty, Ms. Ramsey said the Applegate Regional Theatre, Inc. provided the City with a certificate of insurance, with two million dollars in coverage and naming the City of Veneta as an additional insured.

Ric said he would forward the certificate of insurance to the City's insurance company for a complete review.

In response to a question from T. J. Brooker, Ric said the after school program will be using the Community Center approximately 12 hours per week for a four week period. He said the Community Center is generally used weekday evenings and on weekends. He said one group comes in every Wednesday at 5:00 p.m. but their meetings don't start until 5:30. He said a group renting the Center on Tuesdays said they would change to Thursday evenings.

Jenny Ramsey said staff remains on site until every child is has been picked up. She said she has been doing this for many years and hasn't had a problem with parents not picking up their children.



Ric said Ms. Ramsey is requesting the use of the Community Center and waiver of the rental fee, from May 11, 2009 to June 10, 2009, Mondays, Tuesdays and Wednesdays from 1:00 to 5:00 p.m. Ric said we could also provide a cupboard for her to store supplies.

**MOTION: T. J. Brooker made a motion to waive the rental fee of the Veneta Community Center for the After School Program provided by Applegate Regional Theatre, Inc. (ART, Inc.) and Jenny Ramsey from May 11 to June 10, 2009. Darrell Carman seconded the motion which passed with a vote of 4-0.**

(2) Proposal for use of Community Center for Summer Program.

T. J. Brooker suggested the Council delay approval of the summer program to review the success of the after school program.

Ric said the Community Summer Recreation Guide needs to be completed soon and these two programs should be included in the Guide. He said ART, Inc. requested to secure the community center next fall for an after school program. He said staff would like Council's approval now to get started and later this summer we could approve ART, Inc.'s request to use the Center in the fall.

**MOTION: T. J. Brooker made a motion to waive the rental fee of the Veneta Community Center for the Summer Program provided by Applegate Regional Theatre, Inc. and Jenny Ramsey from June 22 to August 6, 2009. Darrell Carman seconded the motion which passed with a vote of 4-0.**

(3) Letter of Support for Highway 126 funding

Ric said this letter is pretty straight forward. He said a letter addressed to Congressman Peter A. Defazio and signed by Mayor Hobart-Hardin on behalf of the City in supporting Lane County Board of Commissioners submittal of the Highway 126 project for funding through the Federal Transportation legislation. Ric said all transportation projects would be included in the transportation bill. He said the Highway 126 project in it's current form being presented to Congressman Defazio who contacted the entities and asked for the list to be prioritized. Ric said Lane County agreed Highway 126 is the number one project. He asked the Council to approve Mayor Hobart-Hardin sign the letter to congressman Defazio on behalf of the Highway 126 project.

**MOTION: T. J. Brooker made a motion to authorize Mayor Hobart-Hardin to sign the letter in support of federal funding for Highway 126. Marion Esty seconded the motion which passed with a vote of 4-0.**

Ric said \$450,000 in matching funds are needed. He said staff will be working very hard to get our stakeholders and state legislators to work on those matching dollars because the County Commissioners will not be providing the match dollars.

(4) Edward Byrne Memorial Justice Assistance Grant Submittal

Ric said it is a normal process to follow for cities wishing to receive these funds. He

said public safety is an important part of the economic recovery program. He said the application process is a little daunting but staff will continue to work on the draft application and bring it back to the Council for full endorsement at the may 11, 2009 Council meeting.

(5) Approval of Lane County Tourism Project Contract

Ric said the City applied for a supplemental grant program for funds to update the website for the Wings and Wine Festival. Ric said the grant funds were strictly intended for updating the Wings and Wine Festival website but we could look at the Rural Tourism Marketing Fund and possibly allocate some funds to the Fern Ridge Chamber of Commerce for an update to the Chamber website as well.

In response to a question from Mayor Hobart-Hardin Ric said the deadline for spending these funds is December 2009. He said staff needs to get right to this in June or July.

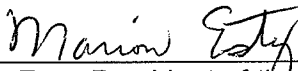
**MOTION:** T. J. Brooker made a motion to authorize Mayor Hobart-Hardin to sign the contract for the grant funds awarded to the Wings & Wine Festival from the Tourism Special Projects Grant. Marion Esty seconded the motion which passed with a vote of 4-0.

6. OTHER

In response to a comment from Marion Esty that some residents are complaining that the City Council meetings are not advertised adequately, Ric said the City Council and Planning Commission agendas are posted to the City's website when packets are mailed. Darci added that a complete meeting packet is also mailed to the Fern Ridge Community Library. Ric said the agendas are also posted on the bulletin board outside City Hall. He said unfortunately, the April 27, 2009 City Council agenda information was not published in the Register Guard, however, he said staff will work on providing the Register Guard with upcoming meeting information.

7. ADJOURN

Mayor Hobart-Hardin adjourned the City Council at 9:15 p.m.

  
Marion Esty, President of the Council

ATTEST:

  
Darci Henneman, Assistant City Recorder  
(minutes prepared by Dhenneman)